

DJS YOUTH CENTER COOK LEAD (2617)

I. NATURE OF WORK:

The DJS Youth Center Cook Lead is the lead level of work supervising youths engaged in the preparation and serving of meals, and the clean up of kitchen and dining areas at a Department of Juvenile Services Youth Center. Employees in this classification train and assign, review and approve the work of lower-level DJS Youth Center Cooks.

Employees in this classification receive general supervision from a Food Administrator. Employees work a rotating shift and may be required to work weekends and holidays. Employees may be subject to call-in. Employees are exposed to potentially hazardous conditions, such as working with degreaser and other cleaning solvents, burns from steam tables and other cooking equipment, and cuts from sharp kitchen utensils. The work may require moving and stacking bags of food and kitchen items and supplies. Employees may be required to physically subdue disruptive or violent youths, intervene to prevent situations from escalating and prevent escapes if needed.

The DJS Youth Center Cook Lead is differentiated from DJS Youth Center Cook II in that the DJS Youth Center Cook Lead trains and assigns, reviews and approves the work of the Youth Center Cooks I and II.

II. EXAMPLES OF WORK: (Examples are illustrative only)

- Assigns, reviews and approve the work of lower-level DJS Youth Center Cooks;
- Trains lower-level DJS Youth Center Cooks in the policies and procedures related to kitchen and food service operations, and in supervising and guiding youths involved in meal preparation;

- Conducts inventories of food items and supplies and prepares orders for submission to the Food Administrator;

- Supervises and instructs youths in preparing and serving meals, kitchen and dining area clean up and maintenance of cleanliness standards;

- Assigns dining area and kitchen duties to youths and inspects their work;

- Prepares meals and snacks, using standardized recipes, that comply with prescribed child nutrition standards and production schedules;

- Observes and monitors youth and participates in regular meetings with other Youth Center staff to provide input on youth behavior and overall progress;

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Guides youth behavior by applying appropriate counseling and interactive techniques such as conducting emergency group meetings, facilitating behavioral modification models and one-on-one interaction;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, emergency medical treatments and behavioral modification models, in order to maintain knowledge of childcare needs, counseling methods and trends in the juvenile justice field and to maintain certification;

Subdues disruptive or violent youths and attempts to prevent escapes or runaways;

Ensures that dining area, kitchen, food storage areas and adjacent restrooms and offices are kept clean and organized;

Ensures that all cooking equipment and utensils are kept clean and in good working order;

Prepares written incident reports;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of food preparation methods used in large-scale operations and food storage techniques;

Knowledge of health and sanitation regulations as related to personal hygiene, sanitation of kitchen equipment and utensils and cooking and cooling temperatures of food;

Knowledge of youth treatment techniques;

Knowledge of safety and security practices necessary to supervise resident youths;

Skill in preparing food in accordance with standardized recipes;

Skill in safely operating kitchen equipment such as steam kettle, ovens, grinders, slicers, blenders, grills and deep fryer;

Ability to perform arithmetic computations in order to measure by weight and volume;

Ability to observe and react appropriately to the behavior of youths;

Ability to instruct and train youths in the performance of food service related tasks;

Ability to apply appropriate counseling and interactive techniques while supervising resident youths;

Ability to prepare written incident reports and complete necessary forms to maintain adequate supplies.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Two years of experience supervising youth in the preparation and serving of meals in a juvenile facility or juvenile services community program for at-risk youth.

Note: The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:

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U.S. Citizenship or Resident Alien status

Must be at least 18 years of age

A thorough background check, including fingerprinting and drug testing

An oral interview, and

Physical and psychological examinations.

2. Employees in this classification may be subject to call 24 hours a day and may be required to provide the employing agency with a telephone number where the employee can be reached. A pager may be supplied to the employee.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulation 17.04.09 – Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State Departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED:

Director, Division of Salary Administration
and Position Classification